DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

DEADLINE IS NOW PAST DUE

Set Up Your Account TODAY in CBC Portal to Receive Background Check Results

More than 80% of background check requests in the CBC Portal return results
in a matter of minutes!

Target Audience - Qualified Vendors and Providers

Transmittal Date - 6/4/2024

Qualified Vendors (QVs) contracted with the Department of Economic Security (DES) Division of Developmental Disabilities (DDD) must set up an Employer Account on the new Centralized Background Check (CBC) portal and connect it to DDD to receive Central Registry background check results.

Vendors need to set up an employer account in the CBC portal for Central Registry checks and connect it to DES/DDD. **The Department of Child Safety (DCS) is no longer accepting the CSO-1038C (a.k.a. paper form).**

It is not necessary to set up a DPS account to create an account for Central Registry Checks in the portal. QVs may continue following the current process for verification of Fingerprint Clearance Cards (FPCC). Job candidates, staff and volunteers may use the same process to obtain and renew FPCCs as needed.

Take These Next Steps Now:

1. **Review these resources** to learn how to set up an employer account and connect it to DES/DDD:
   ◦ How to videos
   ◦ DES User Guides
   ◦ FAQs
2. **Set up an employer account** in the new CBC portal immediately.
3. **Go to "My Employee Requests" on the dashboard to add and connect DES/DDD to your employer account.** When prompted, use: dddcentralregistrysearchrequest@azdes.gov.
4. **Orient new hires, existing employees AND volunteers** to the CBC portal. Help them create individual accounts *for employment* and submit requests for a search on themselves. Job candidates, existing staff, and volunteers providing direct care services must:
   ◦ Successfully create an individual account in the CBC Portal for *employment*
   ◦ Identify the Qualified Vendor as their employer
   ◦ Submit a request for a Central Registry Background check

- Use "**DDDRFQVA**" when asked to provide a contract number, provider ID or solicitation number

* [Set Up an Employer Account in CBC Portal Now](#) *